

# INSTRUCTIONS

## CFS-232-T 1 (Notice to Alleged Offender of True Determination)

### **Purpose:**

This notice to Alleged Offender of a True Determination (name not exempt from placement on the Central Registry) is used to provide notification to the alleged offender (a juvenile ten years of age or older or adult eighteen years of age or older) within ten business days from the investigative determination of true only. Do not use this form if the determination is true but exempt. Use CFS-232-T 2. Do not use this form if the notification involves an Underaged Juvenile aggressor (a juvenile under ten years of age). Use CFS-224-T 2.

### **Completion:**

**To:** Type or write the name of the alleged offender.

**Address:** Enter the full address of alleged offender.

**From:** Enter the name, job title, full address, and county of the DCFS staff sending the notice.

**Date:** Enter the date the notice is sent.

**CHRIS Referral #:** Insert the CHRIS referral number.

**Name of Alleged Offender:** Enter the name of the alleged offender.

**Name of Child(ren):** Enter the name of alleged victim(s) involved in the allegation of maltreatment.

**Certified Mail #:** If sending notice via certified mail, insert the certified mail number.

**Date of Allegation:** Enter the date the allegation was originally made.

**Allegation:** Insert a brief description of the suspected child maltreatment.

1. **Signature of Offender:** If you are delivering the form in a face-to-face meeting, have another DHS staff member accompany you to act as witness. **Take two copies:** one to give to the offender to retain and one for the offender to sign and give back to you to return to the case record. If the offender refuses to sign the form, utilize the Witness Statement. Attempt one of these methods of delivery before utilizing a process server.

**Signature:** Print and sign the name of the staff member who is sending or presenting the form.

### **Routing:**

2. Send a copy within **ten business days of the investigative determination of true** via U.S. Certified Mail, Restricted Delivery, or:
3. Present face-to-face, to the alleged offender within **ten business days** of the investigative determination of true.
4. Retain a file copy of form signed by the named offender. If named offender refuses to sign,
5. Retain a copy of the Witness Statement if utilized